POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
☐	☐ NHQSTENG13	

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
State Conservation Engineer	GS	810	13

8. WORKING TITLE *(Optional)*	9. INCUMBENT *(Optional)*
State Conservation Engineer	

OFFICIAL

10. TITLE: **Supervisory Civil Engineer**

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE Month	Day	Year	16. I/A	17. CLASSIFIER
GS	810	91	13				☐ Yes ☐ No	

8. ORGANIZATIONAL STRUCTURE *(Agency/Bureau)*

1st	United States Department of Agriculture	5th	
2nd	Natural Resources Conservation Service	6th	
3rd	State Conservationist	7th	
4th		8th	

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE

21. SUPERVISOR'S NAME AND TITLE	24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Program Scope and Effect	FL 1-3	550	6. Other Conditions	FL 6-5	1225
2. Organizational Setting	FL 2-2	250			
3. Spvry. & Managerial Auth.	FL 3-2	450			
4. Personal Contacts A Nature of Contacts B	FL 4A-2,4B-2	125			
5. Difficulty of Work Directed	FL 5-7	930	27. TOTAL POINTS ←		3530
			28. GRADE ←		13

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE
Darlene Locke	06/23/08

31. NAME AND TITLE

Darlene Locke, Human Resources Specialist, HRMD-Employment and Classification Team

32. REMARKS: Minor modifications made on 6/23/08 to the 04/15/08.	33. OPM CERTIFICATION NUMBER

Standards used - OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98 and OPM PCS CIVIL ENGR SERIES, GS-810, JUN 66
FLSA - Exempt

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFFICIAL TITLE (38)

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT CLASS (6)
1 = HQ 2 = FLD	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	X = New Standard Applied Blank = NA	N = No Y = Interdis	MO DAY YEAR

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT. INACT/REACT (6)	15. AGENCY USE (10)
1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA	I = Inactive A = Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDISCIPLINARY SERIES (40)	(4) Per Block

17. INTERDISCIPLINARY TITLE CODE (50)	(5) Per Block

C. INDIVIDUAL POSITION

1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E = Exempt N = Nonexempt	0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849	A = Sched A B = Sched B C = Sched C 0 = Excepted but not A,B,C	0 = Nonsensitive 1 = Noncritical 2 = Critical Sense	

6. WK. TITLE CODE (4)	7. WK. TITLE (38)

8. ORG. STR. CODE (18)								9. VAC REV CODE (1)
1st	2nd	3rd	4th	5th	6th	7th	8th	0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/ or series E = New Position/New FTE

10. TARGET GD.	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)			14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST.
		Blank = NA Y = Yes	State (2)	City (4)	County (3)		MO DAY YEAR	Blank=NA 1 = PAS	MO DAY YEAR

18. GD. BASIS. IND (1)	19. DT.REQ. REC. (6)	20. NTE. DT. (6)	21. POS.ST. BUD (1)
1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR	Y = Perm N = Other

22. MAIN. REV./CLASS.ACT. CD. (2) *(1st Digit = Activity and 2nd Digit = Results)*

Normal Act	Maintenance Review Act	Results
1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.	5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.	1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other

23. DATE EMP. ASGN. (6)	24. DATE ABOL. (6)	25. INACT/ ACT(1)	26. DATE INACT/ REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGENCY USE (8)
MO DAY YEAR	MO DAY YEAR	I = Inact. A = Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE
Marlene Lachica	06/23/08

32. REMARKS

Form AD-332 (Revised 4/86)

STANDARD POSITION DESCRIPTION

Official Title: Supervisory Civil Engineer
Working Title: State Conservation Engineer
Classification: GS-810-13
Number: NHQSTENG13

Classified By: NHQ
Date: 04/15/08
Date Modified: 6/23/08

Note: This is a standard position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team, Natural Resources Conservation Service (NRCS), in Washington D.C.

INTRODUCTION

The incumbent of this position serves as State Conservation Engineer on the Engineering Staff for the state. The incumbent serves as advisor to the State Conservationist (STC) on all engineering phases of Natural Resources Conservation Service (NRCS) programs in the state and is responsible for establishing technical engineering standards and procedures (within the framework of national engineering standards and policies), methods of operation, training field personnel, and for the engineering phases of the work in the state.

MAJOR DUTIES

1. Technical Leadership (45%)

a. Provides staff leadership in all phases of the engineering programs of NRCS in the state, including formulation of standards, specifications, engineering planning, design and construction; analyzes engineering work and training needs; and recommends training and placement of engineering personnel. Formulates and recommends state technical policies and procedures that adapt all phases of structural and mechanical practices for floodwater protection, soil erosion, animal waste control, mined land reclamation, water quality, and ground and surface water conservation.

b. Works with the assistant state conservationist for water resources (ASTC-WR) and/or comparable position in relating the engineering support of all phases of watershed planning and operations with emphasis on scheduling and coordination of the operational phases. Reviews draft of work plans and project measures for adequacy of the engineering aspects. Furnishes technical assistance and advises the contracting officer (CO) in connection with the contractual phases. Responsible for preparation of plans and specifications for contracting and construction and overall supervision of construction inspection activities. If applicable to state programs makes the final inspection of construction work done under the Watershed Protection and Flood Prevention Program (PL-566) before final payment is made to the contractors.

c. Keeps engineering standards and procedures up to date and trains field engineers in their use. Develops and keeps current state engineering handbooks and guides in keeping with latest research and experience data. Prepares specifications and guidelines for planning, design, and construction of the structural practices installed under NRCS programs. Develops engineering forms, worksheets, job sheets, charts, and tables for the use of engineers, engineering and

conservation technicians, and soil conservationists in applying practices. Reviews and analyzes available engineering material for the purpose of adapting to local situations and disseminating applicable material to field engineers. Reviews completed work for technical adequacy and conformance with policy and regulations of the NRCS and state and other federal agencies.

d. Provide engineering leadership and guidance in the approval and use of Technical Service Provider (TSP) for practices designated as engineering responsibility. Coordinates with the state engineering registration board concerning the practice of engineering as applied to conservation practices, delegating job approval authority, and approving TSP for engineering work. Reviews TSP engineering performance to ensure that their work products conform to NRCS policy, standards, and statements of work.

e. Recommends additional research needs to improve engineering practices, or to resolve special engineering problems in soil erosion control, irrigation, or drainage. Collaborates with other engineers on the development of guidelines, criteria, designs, and specification for structures. Collaborates with universities and other research agencies to help direct research to solve engineering problems in conservation on which precedent or basic information is lacking. Reviews and analyzes research or operations data and disseminates pertinent information to the area and field.

f. Participates in periodic functional inspection and assistance trips to field offices to keep informed of local conditions and concerns, determine compliance with policies, objectives and standards, and to determine effectiveness of current policies and procedures. Prepares report of findings with an analysis and appraisal of the adequacy and effectiveness of plans and programs and recommends appropriate remedial action.

2. Administration (30%)

a. Maintains close working relationship with other members of the Leadership Team (LT) to ensure integration of engineering phases of the work with associated technical phases of the overall NRCS program. Maintains relationship with engineers and scientists of State Department of Health and Environment, U.S. Army Corps of Engineers, state colleges and universities, the State Division of Water Resources, and the State Conservation Commission, as well as the State Land Improvement Contractors' Association.

b. Works closely with lower grade engineers on the more complex engineering problems, and ensures that structures coming under the State Engineers' administrative legal authority conform to State rules and regulations. Assists in developing and encourages the use of appropriate operating principles in the fields of assigned responsibility, and makes and interprets analyses of accomplishment in these fields.

c. Coordinates the development of drawings and specifications for complex structures. Identifies opportunities and forwards recommendations to reduce field level workload, as appropriate.

d. Prepares reports, maintains records, and identifies opportunities and forwards recommendations to reduce field level workload, as appropriate. Works within a team concept to

develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

e. Provides and maintains a safe and healthy work environment, assuring that subordinates have received available safety training and literature and requiring that employees and others use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

3. Supervision (25%)

a. Responsible for supervision of federal employees located in the state Engineering State Conservation staff consisting of GS-890, GS-810 at the GS-12 level. Ensures quality and quantity of work, reviews work of subordinates and accepts, revises, or reject work. Sets performance standards and evaluates performance for subordinates. Interviews and determines selection from available candidates. Resolves complaints and grievances and takes appropriate action as necessary. Reviews job descriptions for accuracy. Initiates or participates in review and improvement of work methods.

b. Develops training plans to ensure personnel are adequately qualified to perform assigned tasks and to ensure personnel are provided the opportunity to develop their skills to optimum level. Makes recommendations to provide a balanced representation of minority and women employees in the subordinate work force. Ensures that fairness prevails in making employee selections; assigned work; recognizing achievements and rewarding performance; arranging training; and in other personnel management matters.

4. Equal Employment Opportunity and Civil Rights

a. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances and other personnel actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age or physical or mental handicap.

b. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients.

Performs other duties as assigned.

CONDITION OF EMPLOYMENT –

a. Must maintain a current professional engineering license in the state that the incumbent is currently working.

b. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This will require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark.

COMP LEVEL – (Designated by State)

EVALUATION FACTORS

1. PROGRAM SCOPE AND EFFECT - LEVEL 1-3 (550 POINTS)

SCOPE –

a. The incumbent is responsible for providing State leadership in program formulation and management for all engineering activities in the state which include planning, design and construction along with geologic investigations. The primary purpose of the position is to provide current and/or new techniques or methods developed to solve problems that must also be considered for use throughout the agency. Decisions made could commit the agency to hundreds of thousands or even million dollar commitments. Soil and water conservation engineering work in the state requires problem solutions for a wide variety of complex conditions such as saline, alkaline, and highly stratified soils, poor seasonal distribution of precipitation, extremes in climatic conditions, high intensity cloudburst summer storms which create extremely high instantaneous peak flash floods, unstable soil and earth masses, steep topography between irrigation water supply sources and irrigated land, complex irrigation land drainage problems, and steep water courses which complicate problems of water control, storage, distribution and sediment transport. Hydrology is complicated by a lack of records. Water right laws are complicated.

b. The solution of soil and water conservation problems in the state involves the direction of investigation, design, evaluation of dam structures, and construction of complex practices. The investigation, design, and construction of group irrigation diversion dams, pipelines, concrete-lined canals, floodwater retarding and debris basin dams involve technical coordination and review of the work with private engineers and consultants, the State Engineer, the Division of Water Resources, and NRCS specialists.

c. Construction operations must be coordinated with the season. Dams on streams must be constructed between the spring snowmelt stream flow period and the freezing period in the fall. Irrigation system components can usually be built only during two short spring and fall periods to avoid the freezing winter weather and not interfere with the irrigation season. This complicates the statewide scheduling of work during the installation phase.

EFFECT –

a. Work results have significant impacts on the state's overall engineering process and accomplishments, as well as that of independent landowners and organizations, state and local government programs. Work reflects statewide and regionally on NRCS' integrity and effectiveness.

b. Engineering technical assistance must consider many diverse technical features as well as complex environmental impacts and tight budget restrictions.

2. ORGANIZATIONAL SETTING - LEVEL 2-2 (250 POINTS)

The incumbent is under the supervision of the State Conservationist, who reports to a senior executive service (SES) position. The incumbent is accountable to a position that directs a substantial GS-15 level workload.

3. SUPERVISORY & MANAGERIAL AUTHORITY - LEVEL 3-2C (450 POINTS)

a. The incumbent exercises managerial authority to determine goals and objectives and sets and approves annual business and staffing plans for the engineering program in State. The incumbent assures the implementation of the goals and objectives by other engineers under his/her supervision. Incumbent serves as a member of the leadership team and collaborates with other management officials in the development of overall goals and objectives, planning for long-range staffing needs (including necessary expertise to accomplish changing mission objectives), and resolving budget shortages.

b. Incumbent provides the technical direction of the engineering program throughout the state. The direction of the work, supervision, and inspection are complicated by the wide dispersion of personnel and the need for coordinating the planning and engineering phase with other program activities that have been approved and construction is underway. Many projects are in the planning stage.

c. Evaluates subordinate employees and makes/approves selections for appointment, promotion, or reassignment for positions within the engineering. Hears grievances and resolves complaints. Makes decisions on nonroutine, costly, and/or controversial training needs and requests. Approves within-grade increases, overtime, and travel costs. Recommends awards and classification reviews for subordinates.

4. NATURE AND PURPOSE OF CONTACTS – LEVEL 4A2, 4B2 (125 POINTS)

a. Nature of Contacts, Level 4A-2 – 50 Points –
Personal contacts are with other NRCS personnel in state offices; local, federal, and state government officials; landowners; and contractors. Other contacts are with engineers, geologists, soil scientists, agronomists, soil conservationists, contractors, equipment suppliers, consultants, trade organizations, government officials, educators, and others interested in various aspects of engineering.

b. Purpose of Contacts - Level 4B2 – 75 Points –
a. The purpose of the contacts is to establish and maintain cooperative working relationships with agencies, groups, and organizations to promote and gain acceptance of NRCS engineering programs, activities, and goals; persuade, influence and encourage uncommitted or indecisive individuals to agree upon conservation objectives; and furnish counsel, advice, and recommendations to further improve the state engineering operation.

b. Contacts may involve resolving conflicting engineering criteria between federal, state, and local agencies for water quality structures; negotiating controversial policy pertaining to engineering and design requirements for development of animal waste storage structures and water resource structures, and working with special interest groups and organizations to resolve controversial standards pertaining to wetlands and water quality issues. Contacts with contractors and contractor associations may require convincing them to develop and utilize sound, quality procedures and resources in the construction and inspection activities.

5. DIFFICULTY OF TYPICAL WORK DIRECTED - LEVEL 5-7 (930 PONTS)

The work performed by the unit is at the GS-12 level; subordinates exercise a high degree of independence and are subject-matter experts in their unique capacities.

6. OTHER CONDITIONS - LEVEL 6-5 (1225 POINTS)

The incumbent is responsible for professional, scientific, and technical work, the majority of which is performed at the GS-12 level, but with an extraordinary degree of independence. The incumbent must integrate the work of teams of professionals, each contributing a portion of the analysis, facts, information, recommendations, and actions needed to accomplish the assigned mission. The incumbent reviews and approves reports, decisions, case documents, etc. and ensures the work is accomplished in accordance with agency policy. The incumbent exercises leadership in evaluating and improving processes and procedures to monitor the effectiveness and productivity of the program(s).

FLSA - This position is determined to be exempt n accordance with 5CFR 551.204.

Note: Under **Major Duties** - Section 1.b was changed to "and/or comparable position". The term Management team was changed to Leadership Team. DL 06/23/08